

**SUNSET AT SUNSET  
MINUTES  
February 4, 2019**

Members Present: Karen Joseph, Mary Hughes, Juanita Adams, Lois McClellan, Carol Grace, Cindi Stephenson, Ron Lim, Marge Gresham & Bob Donnelly via conference call (due to illness)

Welcome: A welcome to new members, Juanita and Ron, and welcome to returnee, Mary.

First order of business, Karen asked if anyone else would like to chair this committee. By resounding vote, Karen will remain chairperson.

Budget: 2018 Festival ended with \$18,551.02 which will be our start up money for this year's festival.

Sponsors: Bob has already contacted last year's sponsors and WindowZ and Strand Termite has sent in checks for this year's sponsorship. Bob made a list of potential sponsors and divided the work among committee members. Committee made changes for contact person or which committee member would go to the potential sponsors. Bob will make up the packets to be delivered when meeting with possible sponsor.

Applications Review: Some changes were made to all of the applications. Sponsor applications must be in by June 1, 2019. Marge will continue as Food Coordinator but final applications are due August 1, 2019. Mary will be the Exhibitor Coordinator and August 1, 2019 will be the final date. Karen will be sending out an email to inform previous exhibitors that Mary will be the coordinator. Ron Lim will be the Non-Profit Coordinator and final date will be August 1, 2019.

Upon receipt of a check from an exhibitor, Mary will send an email. Marge will send an email to food vendors. Final approval for new applications was made and Karen will place them on the website.

Shirt Inventory: Carol Grace will provide an inventory at our next meeting. The committee has decided that having unique shirts for committee members and town staff would be helpful. Visitors will then be able to recognize someone who can be

of assistance. Several members will contact various vendors for pricing and report back at the next meeting.

Entertainment: The committee discussed various entertainment and Mary will be contacting the Paul Grimshaw Band. The Finance Department will draw up the contract as well as a deposit.

Pictures: Pictures of committee members will be taken at the next meeting. These pictures will be on the town website along with SAS information.

Next Meeting: Monday, March 4, 2019 at 1:00 PM at Town Hall.